

**SUPERVISORY
RECREATION
ASSISTANT
NF-0189-03**

**AQUATICS
MORALE, WELFARE
& RECREATION**

SUPERVISORY RECREATION ASSISTANT (AQUATICS) (GS-0189-05)

INTRODUCTION

This position is that of Aquatics Supervisor, located in the Aquatics Branch, MWR Division, QOL Department, Naval Air Station, Lemoore, California. Incumbent is responsible for the safe and efficient operation of the swimming pools, the cleanliness and sanitary conditions, and supervising all aquatics programs. Incumbent supervises and coordinates the efforts of the lifeguards and Water Safety Instructors and is responsible for their scheduling.

MAJOR DUTIES

20% - Trains supervises and directs lifeguards and swimming instructors. Responsible for scheduling hours of work. Plans work to be accomplished by subordinates, determines priorities and assigns work based on priorities; provides advice, counsel, or guidance to assure proper accomplishment of assigned tasks. Prepares written performance standards, appraises working being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, conducts required training and evaluates effectiveness of training. Promotes the participation of employees to programs such as Beneficial Suggestions and Cost Reduction. Interviews candidates for vacant positions. Makes recommendations for selections, promotions, detail and/or reassignment. Signs time and labor cards, approves/disapproves leave and initiates new, revised or amended position descriptions as necessary to assure currency and accuracy. Counsels employees, adjusts informal complaints and grievances through discussion with employees and union representatives, initiates disciplinary action as needed. Ensures that employees observe regulations and rules on housekeeping, conduct and safety.

Implements general and specific provisions designed to assure that policies to achieve management objectives in such areas as employee management relations and equal opportunity are effectively carried out. *Assures equal treatment of all employees.* Assures equal opportunity for all persons to prohibit discrimination in employment, development, advancement and treatment because of race, color, religion, sex or national origin. Promotes the full realization of equal employment opportunity through continuous participation in the Station's Affirmative Action Plan for minorities and women, with assertive efforts in the accomplishment of goals established to overcome under representation.

30% - Responsible for programming lessons, leagues, exercise classes and special events. Responsible for publicizing programs and special events through appropriate media.

15% - Insures that pool decks and surrounding areas are clean and safe. Supervises periodic chlorine and PH checks of pools. Supervises and directs maintenance staff.

Responsible for scheduling maintenance staff. Responsible for identifying and making recommendations for the purchase of safety equipment and janitorial and office supplies.

20% - Operates Lap Pool, Recreation Pool, O'Club Pool, and Tailgates Pool. Operates snack bars at poolside locations. Operates min-golf course, batting cages and driving range.

15% - Trains, supervises and directs cashiers. Responsible for scheduling and monitoring of hours worked.

KNOWLEDGE REQUIRED BY POSITION

Education and experience equivalent to junior college desirable.

Possesses a valid Water Safety Instructor's Certificate.

Ability to program aquatics activities, both instructional and recreational, for children and adults.

Ability to plan and direct the efforts of others.

Ability to exercise good judgement in emergency situations.

Possess a valid Lifeguard Training, CPR and Standard First Aid Card or equivalent.

Skill in supervision to direct the functions of the staff.

GUIDELINES

Guidelines include both substantive and procedural guides such as the Manual of Naval Preventive Medicine, BUPERS instructions, and station instructions. Incumbent will follow personnel directives and be required to interpret and adapt these guidelines to specific problems for which the guides are not clearly applicable.

COMPLEXITY

Work includes substantive and procedural tasks involving different and unrelated processes such as programming, record keeping, writing evaluations, swimming, lifeguarding, scheduling, maintaining facilities safety and cleanliness, and evaluation of students. Incumbent must select a course of action from many alternatives.

SCOPE AND EFFECT

The purpose of the work is to supervise the aquatics program including swim lessons, special instructional classes, recreation swimming, parties, and Navy fitness testing. The

affects of this position are directed toward a high quality instructional and recreational aquatics program.

PERSONAL CONTACTS

Contacts include employees both within and outside the department, both military and civilian. Also includes patron contacts and other agency employees. Contacts are made outside and in office environments.

PURPOSE OF CONTACTS

The purpose of contacts is to plan, coordinate, supervise, inform, teach, or train.

PHYSICAL DEMANDS

The work is normally in an outdoor environment, exposed to the elements for extended periods. Requires periodic lifting of 30 pounds or less, work includes walking, standing, bending, swimming, check water chemistry, and lifeguarding. Work may be performed in a well-lit office at times.

WORK ENVIRONMENT

The work is performed in an outdoor environment exposed to the sun and heat for extended periods. Recommend the use of UV Protective Eyewear and Sunscreen for all exposed areas of the body. Incumbent should break to a shady area for 10 minutes every hour.